

# Position Description

Read each heading carefully before proceeding. Make statements simple, brief, and complete. Be certain the form is signed. Send the original to the Division of Personnel Services.

CHECK ONE: ☐ NEW POSITION ☐ EXISTING POSITION

## Part I - Items 1 through 12 to be completed by department head or personnel office.

1. Agency Name Kansas Department of Agriculture		9. Position No K00053130.		10. Budget Program Number 7210	
2. Employee Name (leave blank if position vacant)				11. Present Class Title (if existing position) Environmental Scientist II	
3. Division Plant Protection and Weed Control Program				12. Proposed Class Title	
4. Section		For  Use  By  Personnel  Office	13. Allocation		
5. Unit			14. Effective Date		
6. Location (address where employee works)  City Topeka County Shawnee			15. By		Approved
7. (circle appropriate time) <input type="checkbox"/> Full time <input type="checkbox"/> Perm <input type="checkbox"/> Inter. <input type="checkbox"/> Part time <input type="checkbox"/> Temp. <input type="checkbox"/> %			16. Audit Date: By: Date: By:		
8. Regular hours of work: (circle appropriate time)  FROM: 8:00 AM/PM To: 5:00 AM/PM			17. Audit Date: By: Date: By:		

Agency  
Number

Position  
Number

## PART II - To be completed by department head, personnel office or supervisor of the position.

18. If this is a request to relocate a position, briefly describe the reorganization, reassignment of work, new function added by law or other factors which changed the duties and responsibilities of the position.

19. Who is the supervisor of this position? (Who assigns work, gives directions, answers questions and is directly in charge.)

<b>Name</b>	<b>Title</b>	<b>Position Number</b>
Jeffrey W. Vogel	Plant Protection Program Manager	K0216075

Who evaluates the work of an incumbent in this position?

<b>Name</b>	<b>Title</b>	<b>Position Number</b>
Jeffrey W. Vogel	Plant Protection Program Manager	K0216075

20. a) How much latitude is allowed employee in completing the work? b) What kinds of instructions, methods and guidelines are given to the employee in this position to help do the work? c) State how and in what detail assignments are made.

This position is a professional one in which the incumbent administers the state's regulatory weed program and serves as the state's regulatory weed scientist. This position is the sole source of regulatory weed science in the State of Kansas. The incumbent is expected to utilize regular independent judgment and discretion to accomplish assigned duties. Work is accomplished with minimal daily supervision. The incumbent must possess the ability to plan and coordinate work completion in the established work area under broad program guidelines and direction.

21. Describe the work of this position using the page or one additional page only. (Use the following format for describing job duties:)

**What** is the action being done (use an action verb); to **whom** or **what** is the action directed (object of action) ; **why** is the action being done (be brief); **how** is the action being done (be brief). For each task state: Who reviews it? How often? What is it reviewed for?

Number Each Task and Indicate Percent of Time	
	<p>The incumbent is expected to provide technical subject matter leadership and consultation in the discipline of weed science to ensure the statutorily assigned responsibilities are supported. A majority of the work assigned to this position involves the protection of the state's cultivated and natural plant resources from invasive weeds.</p>
1. 50%	<p><b>Subject Matter Program Development and Management.</b></p> <p>The incumbent is expected to develop and manage the state's regulatory weed program including, but not limited to, the development of management strategies for weeds of economic, regulatory, and biosecurity concern, the development of pest risk analyses, and the production of program reports and other documents for agency administrators.</p> <p>Data is collected in a format that is compatible with state, regional, and national protocols. Program data generated by area staff is evaluated. Recommendations to mitigate economic and/or environmental impacts are made to agency administrators</p> <p>Weed control and management programs and emergency response efforts are coordinated with other state and federal agencies, local units of government, industry, and private citizens. Weed management programs may include regulatory, cultural, biological, and chemical controls appropriate to the economic and environmental situation. Training and public awareness programs may also be developed. Management programs are designed to achieve effective control while minimizing environmental degradation.</p> <p>The incumbent prepares scientific reports which document weed or invasive plant activity in the state and reports to document the status of regulatory pest management programs in progress.</p> <p>The incumbent reviews federal plant pest permit applications for weeds.</p>
2. 25%	<p><b>Training and Education.</b></p> <p>The incumbent is expected to provide training to program area staff to identify and survey for weeds of concern. In addition, the incumbent is expected to communicate regularly with the program's designated secondary subject matter specialist.</p> <p>The incumbent develops and implements training programs on weeds of biosecurity, economic, or environmental concern. Training programs may be offered to agency staff, associated governmental agencies, and industry. The incumbent seeks to maintain a high level of technical expertise through continuing educational opportunities.</p>
3. 10%	<p><b>Enforcement.</b></p> <p>The incumbent provides support to enforcement actions initiated by area staff in the area of weeds. Actions are based upon inspections and/or investigations to ensure compliance with state and/or federal regulations.</p>
4. 10%	<p><b>Administrative Procedures.</b></p> <p>The incumbent is expected to perform duties as needed to support agency administrative functions.</p>
5. 5%	<p><b>Other Duties.</b></p> <p>Other duties may be assigned or requested on occasion.</p> <p><b>Required Certification.</b></p> <ol style="list-style-type: none"><li>1. The incumbent must be able to obtain certification from USDA-APHIS-PPQ to provide export commodity certification inspections and issue federal export certification documents.</li><li>2. The incumbent must be able to obtain commercial pesticide certification in regulatory pest control (Category 9a/9b). Certification in research and demonstration (Category 10) may also be needed.</li></ol>

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22. a. If work involves leadership, supervisory, or management responsibilities, check the statement which best describes the position.
- ☒ ( X ) Lead worker assigns, trains, schedules, oversees, or reviews work of others.
  - ☐ ( ) Plans, staffs, evaluates, and directs work of employees of a work unit.
  - ☐ ( ) Delegates authority to carry out work of a unit to subordinate supervisors or managers.

- b. List the names, class titles, and position numbers of all persons who are supervised directly by employee on this position.

**Title**

**Position Number**

(none)

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23. Which statement best describes the results of error in action or decision of this employee?

- ☐ ( ) Minimal property damage, minor injury, minor disruption of the flow of work.
- ☐ ( ) Moderate loss of time, injury, damage or adverse impact on healthy and welfare of others.
- ☒ ( X ) Major program failure, major property loss, or serious injury or incapacitation.
- ☐ ( ) Loss of life, disruption of operations of a major agency.

Please give examples.

Failure to correctly identify weeds and develop appropriate mitigation strategies can result in major economic loss or environmental damage to the company or person for whom services are being provided. Misidentification of weeds or weed seeds in commodities destined for export could result in the rejection of the commodity by the government of the importing state or foreign country causing major losses to the shipper. Failure to provide correct identification can result in improper or ineffective control or enforcement. Misapplication of pesticides can result when weeds are not identified correctly. Improper decisions can result in significant production losses, environmental degradation, or potential loss of domestic and international markets for Kansas-produced commodities.

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24. For what purpose, with whom and how frequently are contacts made with the public, other employees or officials?

External contacts are made daily with property owners, regulated business owners/managers, program cooperators, the general public, and other state and federal counterparts.

Internal contacts are made daily with agency technical and administrative staff to plan, coordinate, and advise work efforts, interpret program guidelines or instructions, and resolve common issues.

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25. What hazards, risks or discomforts exist on the job or in the work environment?

Travel hazards are encountered daily. Exposure to pesticides may be encountered. Some tasks may be performed in locations or facilities that may expose the incumbent to hazards associated with these types of facilities. Exposure to disagreeable weather conditions and varying levels of temperature, humidity, ventilation, lighting, sound, and air quality is possible. Potential for serious injury is possible. Protective clothing or other personal safety equipment may be required. Abusive or hostile clientele may be encountered. An ATV may be used occasionally for survey and demonstration plot work.

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26. List machines or equipment used regularly in the work of this position. Indicate the frequency with which they are used.

A portable computer is used daily to record program information. Communications equipment (telephone, fax) is used frequently. Standard field and laboratory tools and equipment to collect and identify weeds or invasive plants is used frequently.

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**PART III - To be completed by the department head or personnel office**

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27. List in the spaces below the minimum amounts of education and experience which you believe to be necessary for an employee to begin employment in this position.

Education - General

A Bachelor's degree in agriculture is required for this position. Course work and experience in weed management is preferred.

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Education or Training - Special or professional

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License, certificates and registrations

A valid Kansas driver's license at time of employment is required.

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Special knowledge, skills and abilities

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Experience - Length in years and kind

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**28. SPECIAL QUALIFICATIONS**

State any additional qualifications for this position that are necessary either as a physical requirement of an incumbent on the job, a necessary special requirement, a bona fide occupational qualification (BFOQ) or other requirement that does not contradict the education and experience statement on the class specification. A special requirement must be listed here in order to obtain selective certification.

The incumbent must be able to obtain certification as an authorized certifying official by USDA-APHIS-PPQ in order to certify plants and plant products for export. The incumbent must also be able to obtain pesticide applicator certification in Category 10, sub categories 9A, 9B, 6, 1A. These items are not required at the time of employment.

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Signature of Employee

Date

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Signature of Personnel Official

Date

**Approved:**

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Signature of Supervisor

Date

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Signature of Agency Head or  
Appointing Authority

Date